

DD/S&T-1329-63

1 October 1963

**MEMORANDUM FOR:** Assistant Directors: OCS, OEL, ORD,  
OSI and OSA

**SUBJECT:** Hearings on FY 1965 Budget Estimates

1. Toward the end of October representatives from the Bureau of the Budget will be in the Agency to hold hearings on the FY 1965 Office Estimates. Specific dates will be scheduled and Offices will be advised.
2. The BOB representatives will want to discuss Office requirements for both funds and personnel. They will relate these requirements to the Office Mission and Functions and to the Statement of Accomplishments and Objectives. Customarily present at these hearings are one or more representatives from the Budget Division, selected individuals from the Office concerned, and one or more representatives from the Deputy Directorate at the Staff level.
3. Budget Division has had some preliminary discussions with BOB on the broad aspects of the Agency-wide R&D activities. Perhaps more than ever before the hearings this year will be directed toward an attempted trimming of the R&D effort in every general category, and the related personnel requirements, which cannot be completely justified and forcefully defended.
4. The following series of questions, in one form or another, are almost certain to be among those asked by BOB examiners. They are basic to any R&D program review. The most knowledgeable and convincing answers to these and any other questions enhances the probability of getting through a comprehensive R&D program with a minimum recommendation for reductions.
5. Questions to be directed at the R&D Office programs:
  - a. Why is this effort necessary? What is the requirement? Who or what stimulates the effort? If internally generated, can the end product be used by known customers or users when the product is developed?

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b. Are others working on this effort? Inter-, intra-Agency or industry? Who? If others, particularly outside Agency, how is effort coordinated? Is this effort not a duplication? Do we benefit from outside efforts and do we pass on our knowledge?

c. Will this development improve existing capabilities—marginally or significantly?

d. What is an appropriate (\$) level of effort in this area? Is it to be phased over more than one year? How much \$ in previous and following year if this is not a new effort?

e. Give estimate of how far beyond end of fiscal year will requested funding carry us. If funds planned for next year, do you feel the amount is adequate, superfluous?


f. What is relative priority of one project versus another?

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Plans and Programs Staff  
Deputy Director  
(Science and Technology)

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REMARKS:			
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